

Paul D. Petersen
Assessor



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www.maricopa.gov/assessor

Maricopa County

April 9, 2014

To:

Subject: Changes to the Assessor Subdivision Parcel Numbering Program

Dear Developer/Civil Engineer/Real Property Owner(s):

In an ongoing effort to improve the efficiency of our service in response to the increase in land development in Maricopa County, this Office will be initiating some minor changes to our Parcel Numbering Program. These changes have been planned to enhance the Assessor's Office abilities to process requested subdivision plats and the continued delivery of Assessor Parcel Numbers (APN's) within an efficient time frame. All changes are a simplification of CAD requirements and contained within the attached Submittal Requirements and Guidelines. Although most of our processes have been able to keep pace, we are always looking to improve both our processes and service.

We are encouraged by the positive response we continue to receive regarding this program. In an effort to ensure this program's sustained success and provide even better service, we encourage your valuable cooperation and partnering with the Assessor's Office. It is our goal to provide you with parcel numbers as quickly as possible so that the community may be served as efficiently as possible.

We will begin implementing these revised process/criteria on **June 2, 2014**. We ask that you please distribute this letter and the enclosed information to all personnel within your office that may be involved in the CAD/Mapping Standards. Should you need additional copies or an electronic version, please contact us and we will be happy to accommodate your request.

Should you have any questions or suggestions please direct them to me Thomas Rief, by April 30th, 2014 at the contact info below.

Thank you.

Thomas J. Rief

Property Ownership & GIS Mapping Division Manager
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(602) 506-7219

cc: Paul D. Peterson; County Assessor
 Robert Pizorno; Communications Director

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ASSESSOR SUBDIVISION PARCEL NUMBERING PROGRAM **CAD SUBMITTAL REQUIREMENTS AND GUIDELINES**

CAD FILE FORMAT:

DXF, DWG, DGN

CAD LINE WORK LAYERS (ONLY):

- 1) Sub boundary line layer/level
- 2) Right-of-Way boundary layer/level(s)
- 4) Interior lot line layer/level(s)
- 5) Section tie line layer/level.
- 6) Street center line layer/level

(No polylines or x-refs, each line or curve has to be its own entity.)

CAD text annotation categories (only):

- 7) Building, Lot, Tract, Unit class/number(s).
- 8) Street name
- 9) R.O.W. width

All line work and annotation must be geo-referenced to:

"NAD_1983_HARN_StatePlane_Arizona_Central_FIPS_0202_Feet_Intl".

LINE LAYERS WE DO NOT NEED:

***NON-REQUIRED -**

- 1) Easements.
- 2) Corner monuments.
- 3) Any line that is not a taxable boundary other than section tie and street centerlines.

***ANNOTATION WE DO NOT NEED:**

- 4) Easement annotation.
- 5) Subdivision name annotation.
- 6) Parcel dimensions.
- 7) Street center line length annotation.

***OTHER:**

- CAD Drawings need to be in model space not paper space
- Condominiums CAD files, if several floor levels exist, each floor level should be on separate level/layer, or separate CAD file, or separate sheet displacements in one file
- Area (sq. ft.) for condominium units needs to be provided somewhere. (plat map or CC&Rs)
- CAD files can be submitted to mapping@mail.maricopa.gov

For more information please contact 602-506-0885